

**MCDC, Continuing Disclosure, Refunding, Urban Community Finance Issues, RAB Bonds
and Review Of the New Regulations for LFN 2017-9 & 2017-10**

SEPTEMBER 7, 2017, NJ LAW CENTER, NEW BRUNSWICK, NJ

- ***With Municipalities Continuing Disclosure Cooperation (MCDC)
In the Rear View Mirror, What is on the Road Ahead?***
- ***Issuance of Refunding Bonds and the LFB***
- ***Public Finance Issues for Urban Communities***
- ***The good, the bad and the ugly of Redevelopment Area Bonds***

Approved by DCA - CMFO, CCFO - 4 CEUs -2 Budgetary & 2 Financial Debt Management

Approved for 4 CPE's for CPA, RMA PA – Finance

Approved by NJ Supreme Court for Attorney 4 CLEs MUN-Municipal Law

Registration and Breakfast Buffet - 9am to 9:30am - Seminar 9:30am to 12:50pm

1. *Required Conditions for Issuing Refunding Bonds without Prior Approval of Local Finance Board:
Municipalities, Counties, School Districts and Authorities *New Regulations LFN 2017-9 & 2017-10
2. Post Municipalities Continuing Disclosure Cooperation (MCDC) issues for issuers and CFO's:
MCDC impacts; going forward compliance
3. Public finance issues of interest to Urban Communities: bond issues; ratings;
Qualified Bonds, continuing down payments, emergency appropriations, tax appeals, and bond insurance
4. Issues related to a Municipality issuing Redevelopment Area Bonds (RABS) to
Finance Redevelopment Projects, the
Seminar #1 \$99 per person \$125 Door Registration good, the bad and the ugly.

**Speakers: Timothy J. Cunningham, Director, Division of Local Government Services
Lisa Gorab Esq., Everett Johnson, Esq., Anthony Pannella, Esq., Wilentz, Goldman & Spitzer**

**POINT – COUNTERPOINT SYMPOSIUM: Earn 6 Credits! -
Purchasing, Procurement, and the Dilemmas That Are Faced
SEPTEMBER 15, 2017, JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ**

Approved by DCA - CMFO, CCFO - 6 CEU's -2 Budgetary 2 Financial Debt Management 2 Ethics

Approved by DCA -CPWM - 6 CEU's - 2 Management 2 Government 2 Ethics

Approved by DCA - RMC -6 CEU's - 4 Finance 2 Ethics

Approved by DCA - QPA - 6 CEU's -2 Public Procedures 2 Green Purchasing 2 Ethics

Approved by Rutgers -RPPO & RPPS - 6 CEU's - 2 Public Purchasing, 2 Green Purchasing 2 Ethics

Approved by Rutgers - CRP - 6 Credits in Class Room

Approved for 6 CPE's for CPA, RMA PA -3 Finance 3 Management

Applied for Attorneys 6 CLEs 3ETH/ Ethics 3 COM/Commercial/Consumer Law

Registration & Full Breakfast Buffet 8:00am-8:30am - Seminar 8:30am to 1:30pm

Seminar #2 \$125 per person \$150 Door Registration

Program Overview

The Point-Counter Point Symposium will cover the various areas of Procurement Process, including "Green" purchasing, and the ethical dilemmas interwoven that define the boundaries of public procurement. The speakers will "debate" the issues and give examples and case law pertaining to the various sections.

Learning Objectives

Review of Bidding Process, Specifications, What is Mandatory, Budget Items such as Emergencies (or not), Exemptions-Why?, Bidding Process, Purchasing Foibles, the oxymoron of the EUS, Where Good QPAs go bad, Roles of the Clerks, CFOs, CPWMs in the purchasing process.

Who Should Attend

Municipal and School Official Supervisors of all Departments, City Managers,
Business Administrators, Chief Finance Officers, Municipal Clerks, Qualified Purchasing Agents,
Certified Recycling Professionals, Certified Public Works Managers and Certified Public Accountants, Public School Accountants and Registered Municipal Accountants

**FOUR T's OF PREPARING YOUR MUNICIPAL BUDGET-
THOUGHT'S, TECHNIQUE'S, TIP'S and TAXES**

SEPTEMBER 15, 2017 JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

Approved by DCA - CMFO,CCFO 4 CEU'S – BUDGETING

Approved by DCA – RMC 4 CEUs - FINANCE

Approved CPA, RMA , PA – 4 CPE's – Auditing/Accounting

9:00am –9:30am Registration, Full Breakfast Buffet

9:30am – 12:50pm Seminar Time Table

Seminar #3 \$99 per person \$125 Door Registration

We have all prepared Budgets, "what are they"

Budgets must comply with The Local Budget Law

Spending of Public Funds – Taxes - Budget - Ordinances

Temporary Budget – Budgeting Roles – Governing Body-Management

Budget Document – Introductory – Budget Caps – Local Finance Notices

Revenues – Expenditures- S&W – O&E- Pension Benefits – Deferred Charges

Monitoring the Budget – Local Property Tax- Ethics-Pay-To-Play

INSTRUCTOR: Fred Tomkins, CPA, RMA, Auditor

REQUIRED RECORD KEEPING

FOR THE TAX COLLECTOR - EARN 5 CREDITS!

SEPTEMBER 15, 2017, JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

Approved by DCA - CTC, - 5 CEU's –4 Reporting/Billing/Collection 1 Legislation

Approved for 5 CPE's for CPA, RMA PA – Finance

Registration & Full Breakfast Buffet 8:30am-9:00am - Seminar 9:00am to 1:10pm

Seminar #4 \$99 per person \$125 Door Registration

COMPLETION OF THE PD 65.10 FORM

Certification of Property Tax Deduction Allowed for Citizens of the age of 65, or Less than 65 Years of Age Who are Permanently and Totally Disabled.

1. Criteria for determining who qualifies
2. Review of Chapter 85, Laws of 1981
3. To whom must these forms be filed with?
4. What is the cutoff of the filing of these forms?
5. How do you Report if you were or were not Audited by the Department of Taxation?

COMPLETION OF FORM VE-WVE-1

Certification of Property Tax Deduction Allowed for Veteran's, Serving Spouses, Serving Civil Union Partners, Serving Domestic Partners or Veterans.

1. Review of Chapter 9, Laws of 2000
2. Required Filing date
3. To whom must these forms be filed with?

COMPLETION OF THE FOLLOWING FORMS:

VETERAN TAX DEDUCTION

DISTRICT SUMMARY

PROPERTY TAX DEDUCTION DISTRICT SUMMARY TO SUPPORT

Disallowances Recorded between 1/1/2017 – 5/31/2017

PROPERTY TAX DEDUCTION DISTRICT SUMMARY TO SUPPORT

Disallowances Recorded between 6/1/2017 – 12/31/2017

PROPERTY TAX DEDUCTION DISTRICT SUMMARY TO SUPPORT

Adjustments Recorded Due To Municipal Audit/Error

LEGISLATION UPDATE

Speaker: Sharon Sulecki, CTC, Former Lacey Township Tax Collector

What's New in Management? :
The Future is Here!
Earn 5 Continuing Education Credits!
SEPTEMBER 15, 2017
JUMPING BROOK COUNTY CLUB, NEPTUNE, NJ

- *Approved by DCA for CMFOs & CCFOs 5 CEUs - 3 Office Mgt/Ancillary Subjects & 2 Ethics
- *Approved by DCA for CPWM (Public Works Managers) 5 CEUs – 3 Management & 2 Ethics
- *Approved by DCA for RMCs 5CEUs - 3 Professional Development & 2 Ethics
- *Approved by DCA for CTCs 5 CEUs - 3 General/Secondary Duties & 2 Ethics
- *Approved by DCA for QPAs 5 CEUs - 3 Office Administration/General Duties & 2 Ethics
- *Approved by Rutgers University for RPPO/RPPS 5 CEUs - 3 Office Administration/General Duties & 2 Ethics
- *Approved by NJ State Board of Professional Engineers & Land Surveyors - 5 CPCs
- *Approved by Rutgers University for 4 CRPs in Classroom for Certified Recycling Professionals
- *Approved for 5 CPEs for CPAs, RMAs & PAs – 5 Management

8:30am – 9:00 am Registration, HOT BUFFET BREAKFAST

9:00am – 1:10 pm Seminar Timetable

Seminar #5 \$99 per person \$125 Door Registration

The New Workforce - The Millennials Have Arrived

The New Workplace - Technology Game Changers

The New World - Globalism

Speaker: Dr. Stephen Betts

SEXUAL HARASSMENT and DISCRIMINATION WORKSHOP:
Understanding the Complaint and Deposition Process
For Municipalities and School Districts

SEPTEMBER 15, 2017, JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

Approved by DCA - CMFO, CCFO, CPWM, RMC, CTC, QPA,RPPO,RPPS-4 CEUs in Ethics

Approved for 4 CPEs for CPAs, RMAs, PSAs, Pas – Management

Applied to Supreme Court of NJ for Attorneys CLEs 4 ETH-Ethics

Registration & Full Breakfast Buffet 9am-9:30am - Seminar 9:30am to 12:50pm

Seminar #6 \$99 per person \$125 Door Registration

Program Overview

Receive management-level training on your responsibilities for vital topics such as compliant process, the reporting of harassment or discrimination, other types of complaints, employer/employee options for reporting, confidentiality and retaliation complaints, complaint investigation processes and procedural appeal and general overview of the deposition process. Understanding your responsibilities for the process.

Learning Objectives

Reporting of sexual harassment or discrimination – What are your responsibilities?

Understanding retaliation complaints and the investigation process

Managing the procedural appeal process

General overview of the deposition process – Mock Deposition

Who Should Attend

Municipal and School Official Supervisors of all Departments, City Managers,

Business Administrators and Human Resource Personnel responsible

for the sexual harassment or discrimination compliant process and hearings.

Ms. Linda J. Posluszny, Esquire and Mr. Eric Guglielmotti, Esquire,
Attorney at Law Jackson Lewis P.C.

Directions on our Web Site <http://ipd2.com>

September Seminars

TO ASSURE PROPER POSTING, PLEASE ATTACH A COPY OF THIS APPLICATION WITH YOU PAYMENT

Mail Check to: Institute for Professional Development, P. O. Box 1468 Clifton, NJ 07015 (973) 777-4200

SEMINARS INCLUDE HOT BREAKFAST BUFFET

I wish to register September 7, 2017	Seminar #1	Issuance of Refunding Bonds	\$ 99 per person	Door Registration \$ 125
I wish to register September 15, 2017	Seminar #2	Point-Counterpoint 6 Credits	\$125 per person	Door Registration \$ 150
I wish to register September 15, 2017	Seminar #3	Four T's Budget	\$ 99 per person	Door Registration \$ 125
I wish to register September 15, 2017	Seminar #4	Record Keeping CTC 5 Credits	\$ 99 per person	Door Registration \$ 125
I wish to register September 15, 2017	Seminar #5	Management? 5 Credits	\$ 99 per person	Door Registration \$ 125
I wish to register September 15, 2017	Seminar #6	Harassment & Discrimination	\$ 99 per person	Door Registration \$ 125

SELECT THE SEMINARS ABOVE THAT YOU WISH TO ATTEND & FAX THIS REGISTRATION FORM TO (973)777-0401

Cancellation Policy – 48 Hours in advance of seminar, in writing - During inclement weather Check our Web Site: <http://ipd2.com>

Name _____ Title _____

Address _____

Organization/Government Unit _____

Telephone # _____ Fax # _____ Email _____

CLAIMANTS CERTIFICATION & DECLARATION

I do solemnly declare and certify under the penalty of the law That the within bill is correct in all its particulars, the articles Have been furnished or services rendered as stated herein, that No bonus has been given or received by any person or persons Within knowledge of this claimant in connection with the above Claim and that the amount charged is a reasonable one.

Michael F. Conti

Michael F. Conti, Program Coordinator

Just send your check with the application form. you do not need to send us your Voucher for a separate signature since the presigned certification on the left can be attached to your Voucher in lieu of sending it to us for a signature. This form has been Determined by DLGS to meet the requirements of the statutes for this type of expenditure.

Institute for Professional Development, PO Box 1468, Clifton, NJ 07015
Upcoming October - December Seminars

BUDGET, FAST and ETHICS WORKSHOP
HANDS-ON IN PREPARING YOUR 2018 BUDGET

October 27, 2017
RUTGERS UNIVERSITY, LABOR EDUCATION BUILDING
NEW BRUNSWICK, NJ – New Location

- *Approved by DCA for 4 CEUs for CMFOs-2 Budget, 1 Ethics & 1 Financial Debt Mgt.
- *Approved by DCA for 4 CEUs for CCFOs 2 Budget, 1 Ethics & 1 Financial Debt Mgt.
- * Approved for 4 CPEs for CPAs, RMAs, PAs –4 Accounting
- *Approved by DCA for 4 CEUs for RMCs 2 Finance ,1 Ethics, 1 Information Technology
- *Approved by DCA for 4 CEUs for QPAs – 2 Office Administration/General Duties, 1 Information Technology & 1 Ethics
- *Approved by Rutgers – RPPO & RPPS for 4 CEUs– 3 Office Adm/General Duties, 1 Ethics
- *Applied to NJ Supreme Court for Attorneys 4 CLEs – 3 BUS Business & Corporations 1 ETH Ethics
- *Approved by DCA for 2 CEUs for CTC – 1 Ethics, 1 Information Technology

9:00am – 9:30am Registration & Full Breakfast Buffet – Seminar 9:30am-12:50pm
Seminar #7 \$99 per person \$125 Door Registration

Christine Zapicchi & Staff of the Division of Local Government Services will give a current update from the Division regarding the status and the many changes to the Budget for both the CY and SFY.

- * Procedures for submitting C-159 resolutions *Local Examination
- * Levy Cap Workbook *Municipal Information Sheets
- * Requirement of Posting Budget on Website
- * Special Emergencies for Uncompensated Absences
- * Reserve for Uncollected Taxes Calculation Adjustments
- * Pension Contribution Cap Exception *Library Surplus Transfers
- *Filing of Shared Service Agreements *User Friendly Budget

Maureen Mitchell, DLGS - DLGS Update and Implementation of FAST

Nicholas Bennet DLGS , Ethics Update

NJ LAW AND PROFESSIONAL ETHICS SEMINAR

November 3, 2017

NJ Law Center, New Brunswick, NJ

Approved for CPAs, RMAs, PSAs, PAs 4 CPEs Professional Ethics
Chapter 6

Approved for 4 CEUs by DLGS for CMFO/CCFOs, CTCs, QPAs, CPWMs, RMCs - 4 Ethics
Registration and Breakfast Buffet 8:30am - 9:00am -- Seminar Timetable 9am-1pm
Instructor: Mr. Douglas Petix, CPA, CMFO
Seminar #8 \$150 per person \$175 Door Registration

Objective: This seminar will prepare participants to evaluate situations that call for judgement about NJ State Statutes, Rules of the New Jersey State Board of Accountancy, NJ's Uniform Enforcement Act, Regulations of NJ's Division of Consumer Affairs and ethics issues. Participants will earn four CPE credits in Professional Ethics to fulfill the mandatory requirement for the New Jersey triennial reporting period.

At this seminar, participants will:

Have an understanding of Public Accounting Licensing and powers of the NJ State Board of Accountancy. Review the CPE requirements. Have an understanding of the objective to Enhance Professional Competence. Be taught the requirements of peer review. Review the differences and similarities of the NJ rules of Professional Conduct and the link to AICPA Code of Professional Conduct.

**PENSION WORKSHOP:
WHAT ARE YOUR RESPONSIBILITIES
For Municipalities & School Districts
December 1, 2017 – Jumping Brook County Club, Neptune, NJ**

*Approved by DCA CMFO & CCFOs – 4 CEU's - 1 Accounting & 3 Financial Debt/Mgt.

* Approved by DCA RMC – 4 CEU's - 2 Finance & 2 Professional Development

*Approved for CPA, RMA, PA - 4 CEU's - Finance

*Applied to NJ Supreme Court for 4 CLEs for Attorneys in ADM-Administrative Law

Seminar #9 \$99 per person \$125 Door Registration

9:00am – 9:30am Registration, Full Breakfast Buffet Seminar Time Table 9:30am to 12:50pm

9:30am – 12:50pm Seminar Time Table

Post Retirement Employment Restrictions

Notification of Employment Retirement

How To Administer TPAF, PERS, PFRS

Shortcuts to Specific Retirement Forms

Retirement Eligibility

Understanding the Tier Levels System

Early Retirement

Calculation by the Tier Levels

Form 1095-C – What is Your Responsibility And More!

Speaker: Andrew Kenney, NJ Division of Pensions

**HOT TOPICS IN WORKERS COMPENSATION LAWS
THE BASICS OF NEW JERSEY WORKERS COMPENSATION WITH NEW JERSEY CASE LAW UPDATE
For Municipalities & School Districts
DECEMBER 1, 2017 – JUMPING BROOK CC, NEPTUNE, NJ**

Approved by DCA - CMFO, CCFO – 4 CEU'S – 4 Office Management and Ancillary

Approved by DCA – RMC – 4 CEU'S - Professional Development

Approved by DCA – CPWM – 4 CEU'S - Government

Approved by DCA – RMA, CPA, PA – 4 CPE's – Management

Applied to NJ Supreme Court for 4 CLEs for Attorneys in ADM-Administrative Law

Seminar #10 \$99 per person \$125 Door Registration

9:00am – 9:30 am Registration, HOT BUFFET BREAKFAST

9:30am – 12:50pm * General Theory of the Act and Benefits Provided

Medical Benefits - Temporary Disability Benefits

Permanency Benefits – Reopener Rights - Death Benefits

* Coming and Going Rule

When is an employee covered? Walking from the Parking Lot?

Leaving Home? Discussion of the Law.

* Section 40 “Liens”

Medical Benefits “ When was the injury compensable”

* When does Prolonged sitting become a Occupational Disease?

*Medical Treatment - Review of Case Law

* Hot Topics * Questions and Answers

SPEAKER: Nancy Johnson, Esquire

**PREPARING FOR THE ANNUAL AUDIT
BE PREPARED - SAVE TIME - SAVE COSTS**

DECEMBER 1, 2017

JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

- * Approved by DCA for CMFOs - 4 CEUs - 2 Financial & Debt Management & 2 Accounting
- * Approved by DCA for CCFO -4 CEUs – 2 Financial & Debt Management & 2 County Fiscal Operations
- * Approved by DCA for CTCs -4 CEUs – 4 General/Secondary Duties
- * Approved by DCA for RMCS-4 CEUs – 4 Finance
- * Approved for CPAs, RMA's & Pas 4 CPEs in 2 Accounting & 2 Auditing

Seminar #11 \$99 per person \$125 Door Registration
9:00am – 9:30 am Registration, HOT BUFFET BREAKFAST

What are your responsibilities as the Chief Financial Officer, Certified Tax Collector, Registered Municipal Clerk?
Review and discussion of the Requirements of Audit and the
Single Audit Requirements

Items that must be ready:

Appropriations – Appropriation Reserves – Taxes Receivable – Transfers – Cash – Revenues – Expenditures –
Improvement Authorizations

Current and Prior Years Taxes – Delinquents – Remissions – Tax Duplicates Tax Sale Certificates – Liens – Tax Title Liens –
Veterans and Senior Citizens Deductions

Minutes – Ordinances – Transfers – Licenses - AND MUCH MORE!!!!!!

SPEAKER: Frederick Tomkins, RMA, CPA

Directions on our Web Site <http://ipd2.com>

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Mail Check to: Institute for Professional Development, P. O. Box 1468 Clifton, NJ 07015 (973) 777-4200

October-December Seminars

SEMINARS INCLUDE HOT BREAKFAST BUFFET

I wish to register October 27, 2017	Seminar #7	___ Budget with DLGS Hands On	\$ 99 per person	Door Registration \$ 125
I wish to register November 3, 2017	Seminar #8	___ NJ Law & Ethics Chapter 6 for CPAs	\$150 per person	Door Registration \$ 175
I wish to register December 1, 2017	Seminar #9	___ Pension: Your Requirements	\$ 99 per person	Door Registration \$ 125
I wish to register December 1, 2017	Seminar #10	___ Workers Comp Law	\$ 99 per person	Door Registration \$ 125
I wish to register December 1, 2017	Seminar #11	___ Annual Audit	\$ 99 per person	Door Registration \$ 125

SELECT THE SEMINARS ABOVE THAT YOU WISH TO ATTEND & FAX THIS REGISTRATION FORM TO (973)777-0401

Cancellation Policy – 48 Hours in advance of seminar, in writing - During inclement weather Check our Web Site: <http://ipd2.com>

Name _____ Title _____

Address _____

Organization/Government Unit _____

Telephone # _____ Fax # _____ Email _____

CLAIMANTS CERTIFICATION & DECLARATION

I do solemnly declare and certify under the penalty of the law
That the within bill is correct in all its particulars, the articles
Have been furnished or services rendered as stated herein, that
No bonus has been given or received by any person or persons
Within knowledge of this claimant in connection with the above
Claim and that the amount charged is a reasonable one.

Just send your check with the application form.
you do not need to send us your Voucher for a
separate signature since the presigned certification
on the left can be attached to your Voucher in lieu
of sending it to us for a signature. This form has been
Determined by DLGS to meet the requirements
of the statutes for this type of expenditure.

Michael F. Conti

Michael F. Conti, Program Coordinator